



# CITY OF HOUSTON

## Job Posting

	PP
1	Applications accepted from:
2	Job Classification
3	Posting Number
4	Department
5	Division
6	Section
7	Reporting Location
8	Workdays & Hours
	All Persons Interested
	Sign Processor
	PN #111433
	Convention and Entertainment Facilities
	Parking Management Division
	Meter Shop
	1001 Avenida de las Americas
	All Shifts, days, and holidays*
	*Subject to change
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> Assembles, and maintain parking signs at designated locations, using hand and power tools. Assist Meter Shop in the installing or removing Meter Poles, which requires the use of motorized two-man post-hole digger or shovel, as well as the use of an electric concrete breaker and concrete saw. Mixing, and pouring small batches of concrete/ready-mix. Place wood or metal post in hole, Fills hole with cement and tamp cement to hold post in vertical position. Operates air hammer to drive channel-metal post into ground if needed. Bolts, screws, or nails plywood or metal sign panels to sign post or frame, using hand tools. Replace, repaint, worn, rusted and damaged signs. Assemble metal sign support structure. May also operate banding machine to band signs on utility poles. Dismantle and number signs for transfer and reassemble at new locations, Collect canisters from parking meters along designed routes. Repair damaged or malfunctioning meters and performs maintenance as needed. Other duties as assigned.
10	<b>WORKING CONDITIONS</b> There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions. The position occasionally requires stooping or bending. Occasional very light lifting such as three or four reams of papers or books (up to 20 pounds or equivalent weight) may be required.
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Basic knowledge of grammar, spelling, punctuation, and simple mathematical functions like percentage, ratios, etc. As might normally be acquired through attainment of a high school diploma or a GED.
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> One year of experience in a related field such as street marking is required.
13	<b>MINIMUM LICENSE REQUIREMENTS</b> Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).
14	<b>PREFERENCES</b> Bilingual skills. Sign Installation experience. Proficient in Windows and Microsoft Office environment (Word, Excel, PowerPoint, Outlook, etc.). Heavy customer service experience. Position will occasionally requires lifting up to (80) pounds, such as signs, poles and sign brackets. Position also includes driving City-owned vehicles as needed.
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None.
16	<b>SAFETY IMPACT POSITION</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  <div>Salary Range - Pay Grade 9 \$693 - \$1225 Biweekly    \$18,018 – \$31,850</div>
18	<b>OPENING DATE</b> June 28, 2006
19	<b>CLOSING DATE</b> Open until filled
20	<b>APPLICATION PROCEDURES</b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. TDD Line phone number (713) 837-9471 Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer